

# WCD

## User Guide

# WCD USER GUIDE

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*The information contained in this user guide is an excerpt of the information contained in the CDS User Guide. Complete information on CDS, including definitions, security, qualification, etc., can be found in the CDS User Guide, located at <http://ribbs.usps.gov/files/CDS/>.*

## FULFILLMENT

### PRODUCT CYCLE

The first Computerized Delivery Sequence (CDS) product fulfillment of each subscription year begins with the February product. The February product is created in January and is distributed to customers by the end of January at the latest. The subsequent bi-monthly products are April, June, August, October and December. In the event of significant changes to ZIP Codes, a monthly supplemental CDS update may be distributed to CDS customers qualified in those ZIP Codes, at the discretion of the USPS. New CDS customers may begin receiving CDS fulfillment at anytime during the year. Upon qualification they will begin to receive fulfillment on the next fulfillment cycle.

All customers electing to receive weekly electronic fulfillment (Weekly CDS (WCD )) will receive a complete file (Base File), which includes all ZIP Codes and address groups the customer has qualified to receive. The Base File will be issued at the beginning of each CDS Subscription year (February). Customers beginning weekly electronic fulfillment (WCD) during the subscription year will be provided a Base File with the next CDS fulfillment cycle, followed by weekly electronic fulfillments. (See Fulfillment Schedule). Base Files will be supplied to customers on CD/DVD.

WCD files will become available the week following the release of the bi-monthly CDS product. Customers should contact the CDS Department at the NCSC to coordinate starting dates for receipt of WCD files.

Weekly electronic files will be available by close of business each Thursday, or on Friday when a holiday falls on Thursday. FTP accounts will be set up for each participating CDS customer. WCD files will be located at: <https://ecds.usps.com/>. WCD files (data and associated documents) for the current week and the previous 3 weeks will remain available to customers on the eCDS site. Each week as the new file is made available, the oldest file and associated documents will be removed. WCD customers must download all files in date order to maintain the accuracy of their lists. Skipping updates will result in out-of sequence ZIP Code and carrier route information which could affect mailers postage discounts.

### WEEKLY FILE UPDATE

Weekly CDS (WCD) provides customers with weekly transaction-based CDS product fulfillment through secured electronic file transfer. These files will include updates of the carrier routes the CDS customer is qualified in where changes have occurred. The types of changes which could trigger a route to be included in the product release are the addition of new addresses, changes in delivery sequence, route adjustments with addresses moving from one route to another or changes to No Stat or Vacancy coding. Customers will receive all addresses the first time a newly qualified ZIP Code is fulfilled.

The WCD programs begins with the receipt of a base file which includes all addresses in each ZIP Code and address group a CDS customer is qualified to receive. Following the initial base file WCD customers will receive a weekly transaction-based file. These files will include updates of the carrier routes the CDS customer is qualified in where changes have occurred. Weekly updates will only contain data for routes where there have been changes to addresses. The information received in the weekly transaction file is applied to the base file each week. If no changes have been made to the addresses in a route, no update to the base address file and delivery sequence data will be provided. Customers would continue to use the address and delivery sequence data provided initially.

***Note: Failure to download any weekly file will immediately impact the validity of the delivery sequence information since each file contains changes only. Files must be downloaded in sequence to ensure accurate delivery sequence information.***

### **MINIMUM REQUIREMENTS**

- Internet access
- Internet Explorer 6.0
- 512 Megs of Memory
- 2 Gigs free disk space

Customers can estimate the size of weekly transaction files will be approximately 10% of the size of their Base File. Customers may find download calculators on the internet that can help to determine download times for various communication options.

### **FTP ACCOUNT SET-UP**

CDS qualified customers must complete the CDS Customer Application, requesting weekly electronic fulfillment. Mail or fax (901-821-6252) the completed form to the CDS Department at the National Customer Support Center (NCSC) in Memphis.

A CDA Request for Web Access form must also be completed and faxed to the CDS Department at the National Customer Support Center (NCSC) in Memphis at 901-821-6252.

An initial default password will be assigned for access to the CDS website. Customers will be prompted to change the default password upon initial entry to website. Passwords must contain a minimum of 8 characters and include at least 1 uppercase letter (A-Z), one lowercase letter (a-z) and one number (1-9). Customers will be able to gain access to their individual folder on the eCDS site when a new password has been updated successfully.

Requests for access to company file folders on eCDS should be restricted to the authorized CDS contacts only, as listed on the CDS Customer Application. The CDS Department will confirm the authenticity of all requests received from individuals not listed as the primary or secondary CDS contact by contacting the authorized contact listed in the existing profile record or a company officer.

**WCD FILE NAMES**

The Weekly CDS File for each participant is built for the current week and will be uploaded to the customers password secured folder on the eCDS website. Multiple files for each week may be necessary based on the volume of transactions for the week. Additional files will also be posted to the folder for the PS Form 3553, Qualification Table, etc. WCD file names will indicate the week and year of the file. WCD file naming convention examples:

WCD4804\_C000010000\_F00.ZIP  
WCD4804\_C000010000\_F01.ZIP  
WCD4804\_C000010000\_D00.ZIP  
CNG4804\_C000010000\_D00.ZIP

**Product Type:** WCD = Weekly CDS  
CNG = Congressional Data File

**Date:** 4804 = Week and Year

**CDS/WCD Customer ID:** C000010000 = Customer Number

**File Type:** F = Fulfillment File (data)  
D = Document File (3553 Form, Bill of Lading,  
Customer Qualification Table)

**File Number:** 00 = File 1, 01 = File 2

WCD4804\_C000010000\_F00.ZIP

Product Type/Date	Customer ID	File Type/No.
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equals WCD Data File for Week 48 (Nov 28 2004)  
for Customer 'SwizzleStix'

## WEEKLY ELECTRONIC CDS FULFILLMENT

### DOWNLOADING WCD DATA FILES FROM THE INTERNET

The CDS Electronic Fulfillment web site is located at <https://eCDS.usps.com>. It is available to CDS subscribers that elected to receive their CDS data files electronically. Qualified CDS subscribers will receive a User Name and Default Password for initial log in.



The screenshot shows the login interface for the USPS CDS Electronic Fulfillment system. At the top, the United States Postal Service logo is on the left, and the text 'Electronic Fulfillment' and 'ONECODE VISION™' are on the right. Below this, a banner reads 'Computerized Delivery Sequence - CDS'. On the left side, there is a graphic of a mail slot with the text 'Welcome to CDS'. The main content area has a heading 'Welcome To CDS Electronic Fulfillment'. Below the heading are two input fields: 'User Name:' and 'Password:'. A 'Log In' button is positioned below the password field.

### Logging In

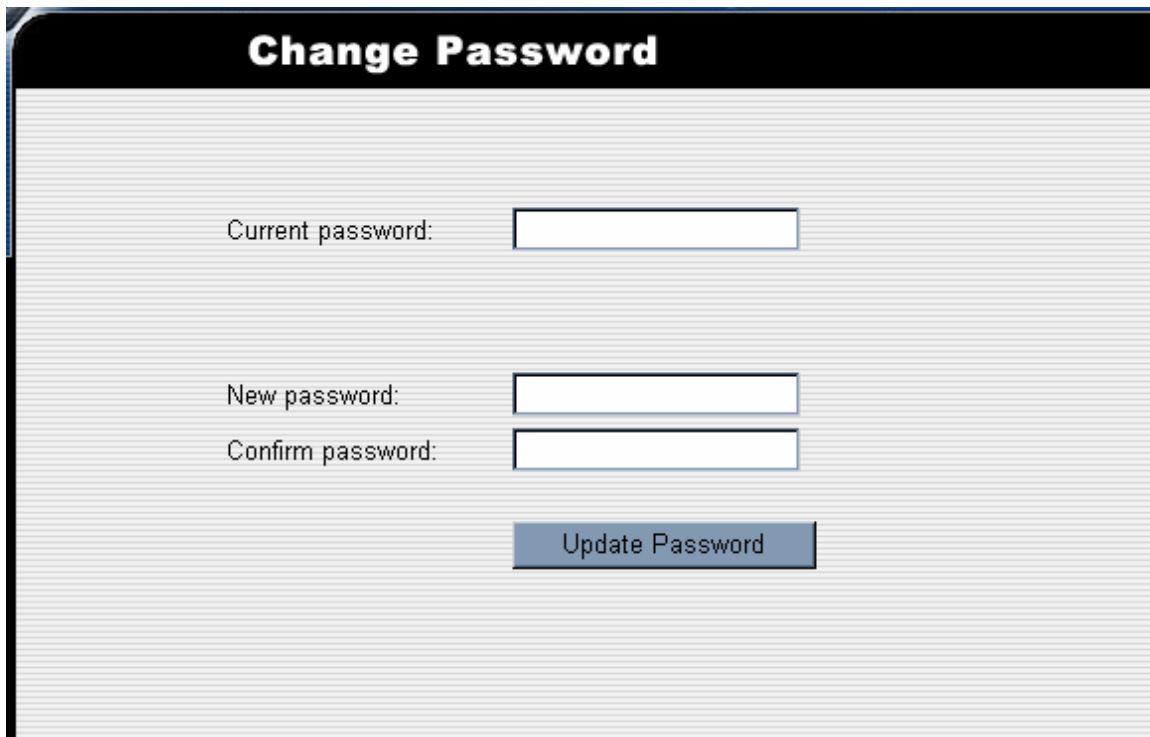
Enter assigned '**User Name**' in the User Name prompt.

Enter assigned '**Password**' in the Password prompt.

*Note: Passwords are case sensitive, which means it may contain a combination of upper and lowercase letters, numbers, and special characters. Enter the password exactly as it was assigned.*

Click the '**Log In**' button at the bottom of the page to continue.

On initial log in, a message appears prompting you to change your password.

A screenshot of a web form titled "Change Password". The form has a black header bar with the title in white. Below the header, there are three input fields: "Current password:", "New password:", and "Confirm password:". Each field is a white rectangle with a thin blue border. Below the input fields is a blue button with the text "Update Password" in white. The background of the form is light gray with a subtle horizontal line pattern.

**Change Password**

Current password:

New password:

Confirm password:

**Update Password**

To change your password, click the '**Change Password**' button.

Passwords must contain a minimum of 8 characters and include at least 1 uppercase letter (A-Z), one lowercase letter (a-z) and one number (1-9).

After selecting the new password and clicking the '**Update Password**' button, a message "*Your password updated successfully*" appears confirming the update of your password. This new password will be necessary to log into the site in the future.



After logging in, the CDS Electronic Fulfillment page will display. Options in the tool bar, located in the left frame include:

1. **Home** - Navigates the user back to the CDS Electronic Fulfillment Home page.
2. **Change Password** - Allows user to change their password.
3. **File Download** - CDS customers may check the status of files available, download files, or view a file's recently accessed date.
4. **Log Off** - Logs the user off the web site.



Click the **'File Download'** button to view all available files.

File Download					
99					
<div>Previous Page</div> <div>Next Page</div>					
Fulfillment Period	File Description	File Status	Transaction Last Recorded	Date Available	Files: 1 to 12 of 12
<b>CDS Weekly Fulfillment</b>					
411	CDS Weekly Fulfillment	Downloaded	16 Jun 2004	16 Jun 2004	<a href="#">Request the File</a>
411	CDS Weekly Fulfillment	Downloaded	16 Jun 2004	16 Jun 2004	<a href="#">Request the File</a>
411	CDS Weekly Fulfillment	Downloaded	16 Jun 2004	16 Jun 2004	<a href="#">Request the File</a>
411	CDS Weekly Fulfillment	Downloaded	16 Jun 2004	16 Jun 2004	<a href="#">Request the File</a>
410	CDS Weekly Fulfillment	Downloaded	16 Jun 2004	16 Jun 2004	<a href="#">Request the File</a>
410	CDS Weekly Fulfillment	Downloaded	17 Jun 2004	16 Jun 2004	<a href="#">Request the File</a>
411	CDS Weekly Fulfillment	Downloaded	17 Jun 2004	16 Jun 2004	<a href="#">Request the File</a>
411	CDS Weekly Fulfillment	New	16 Jun 2004	16 Jun 2004	<a href="#">Request the File</a>
411	CDS Weekly Fulfillment	New	16 Jun 2004	16 Jun 2004	
411	CDS Weekly Fulfillment	New	16 Jun 2004	16 Jun 2004	
<b>Congressional District</b>					
411	Congressional District	New	16 Jun 2004	16 Jun 2004	<a href="#">Request the File</a>
<b>CDS Documents</b>					
412	CDS Documents	New	16 Jun 2004	16 Jun 2004	<a href="#">Request the File</a>

The File Download screen will list all files currently available for downloading by the customer, including the fulfillment data files, congressional district files and CDS documents. File status information is also displayed. Status information includes the date the file was made available on the website, whether it is a new file or has been downloaded and when it was last downloaded. Each file available on the site includes a link to begin the downloading process for that file.

Files must be downloaded in date sequence. Following the initial download files may be downloaded again multiple times in any sequence if desired.

**DOCUMENTATION**

A PS Form 3553 (CASS Summary Report) will be provided with each CDS update. The 3553 will include the counts for all addresses/ZIP Codes the customer is qualified in. This will provide the CDS Customer with documentation of the dates the file was processed as required for postage discounts.

The Bill of Lading provides the delivery counts for each qualified ZIP Code and address group. (CD/Cart Fulfillment only)

The Qualified ZIP Code Form includes all ZIP Codes and address groups the CDS customer is currently qualified in and will be provided with each weekly file. (Weekly Electronic Fulfillment only)

**DATA FILE ENCRYPTION**

Addresses are invaluable data and one of the primary assets of many mailers. Address lists are valuable information in the mailing industry and the USPS takes steps to ensure the security of the data. All CDS data files provided to customers are zipped and password encrypted. A USPS-supplied utility program allows customers to decrypt the file using the password provided by CDS Support at the NCSC. This utility program, CDS Conversion Software, is available in Windows and UNIX/LINUX versions on the USPS RIBBS website and may be downloaded from <http://ribbs.usps.gov/files/CDS/>

Passwords for WCD files will be issued by the CDS Department at the National Customer Support Center. All document files will be provided in ASCII format. Contact the CDS Department at the National Customer Support Center, 1-800-331-5746 for assistance with the CDS Conversion Software.

**WEEKLY SCHEDULE**  
**WCD CYCLE RELEASE DATE**
**INVOICES MAILED****PAYMENT DUE DATE**

Monday following the 2<sup>nd</sup> Saturday of the month  
thru 2<sup>nd</sup> Saturday of the following month

Week following 2<sup>nd</sup> Saturday  
of the month

Mid-**January** thru Mid-**February**

Mid-February

March 15<sup>th</sup>

Mid-**February** thru Mid-**April**

Mid-March

April 15<sup>th</sup>

Mid-**April** thru Mid-**May**

Mid-April

May 15<sup>th</sup>

Mid-**May** thru Mid-**June**

Mid-May

June 15<sup>th</sup>

Mid-**June** thru Mid-**July**

Mid-June

July 15<sup>th</sup>

Mid-**July** thru Mid-**August**

Mid-July

August 15<sup>th</sup>

Mid-**August** thru Mid-**September**

Mid-August

September 15<sup>th</sup>

Mid-**September** thru Mid-**October**

Mid-September

October 15<sup>th</sup>

Mid-**October** thru Mid-**November**

Mid-October

November 15<sup>th</sup>

Mid-**November** thru Mid-**December**

Mid-November

December 15<sup>th</sup>

Mid-**December** thru Mid-**January**

Mid-December

January 15<sup>th</sup>

## UNDERSTANDING YOUR WCD FILE

### FILE LAYOUTS

- Files will be in ASCII format.
- The file layouts for the WCD Volume Header Record and WCD ZIP Code Header Record are **different** than the CDS file layouts for these records.
- The file layouts for the WCD Carrier Route Records and the WCD Delivery Point Records are in the **same** file layout as the CDS product.
- Programming changes will be required in order for your database to recognize the WCD Volume Header Record and WCD ZIP Code Header Record.
- File layouts for WCD files:

#### ***WCD Volume Header Record***

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	MAILER ID	13	002	014
3	FILE VERSION MONTH CREATED	02	015	016
4	DASH	01	017	017
5	FILE VERSION YEAR CREATED	04	018	021
6	DASH	01	022	022
7	FILE VERSION DAY (DATE) CREATED	02	023	024
8	ZIP COUNT	05	025	029
9	ROUTE COUNT	07	030	036
10	TOTAL RECORD COUNT	09	037	045
11	FILLER	61	046	106

#### ***WCD ZIP Code Header Record***

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	FILE VERSION MONTH CREATED	02	002	003
3	DASH	01	004	004
4	FILE VERSION YEAR CREATED	04	005	008
5	DASH	01	009	009
6	FILE VERSION DAY (DATE) CREATED	02	010	011
7	ZIP CODE	05	012	016
8	ROUTE COUNT	05	017	021
9	TOTAL DELIVERY POINT RECORD COUNT	05	022	026
10	RESIDENTIAL DELIVERY ACTIVE COUNT	05	027	031
11	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	032	036
12	BUSINESS DELIVERY ACTIVE COUNT	05	037	041
13	BUSINESS DELIVERY POSSIBLE COUNT	05	042	046
14	PO BOX THROWBACK COUNT	04	047	050
15	SEASONAL COUNT	05	051	055
16	VACANT COUNT	05	056	060
17	DROP COUNT	05	061	065
18	RESIDENCE BUSINESS SERVED DROP COUNT	05	066	070
19	FILLER	36	071	106

***CDS and WCD Carrier Route Record***

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	ZIP CODE	05	002	006
3	CARRIER ROUTE ID	04	007	010
4	DELIVERY POINT RECORD COUNT	05	011	015
5	RESIDENTIAL DELIVERY ACTIVE COUNT	05	016	020
6	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	021	025
7	BUSINESS DELIVERY ACTIVE COUNT	05	026	030
8	BUSINESS DELIVERY POSSIBLE COUNT	05	031	035
9	PO BOX THROWBACK COUNT	03	036	038
10	SEASONAL COUNT	05	039	043
11	VACANT COUNT	05	044	048
12	DROP COUNT	05	049	053
13	RESIDENCE BUSINESS SERVED COUNT	05	054	058
14	FILLER	48	059	106

***CDS and WCD Delivery Point Record***

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	ZIP CODE	05	002	006
3	CARRIER ROUTE ID	04	007	010
4	DELIVERY SEQUENCE NUMBER	05	011	015
5	RECORD TYPE CODE	01	016	016
6	PO BOX THROWBACK INDICATOR	01	017	017
7	DELIVERY ADDRESS NUMBER	10	018	027
8	STREET PRE DIRECTION ABBREVIATION	02	028	029
9	STREET NAME	28	030	057
10	STREET SUFFIX ABBREVIATION	04	058	061
11	STREET POST DIRECTION ABBREVIATION	02	062	063
12	SECONDARY ADDRESS ABBREVIATION	04	064	067
13	SECONDARY ADDRESS NUMBER	08	068	075
14	DELIVERY TYPE CODE	01	076	076
15	ADDRESS VACANT INDICATOR	01	077	077
16	DELIVERY POINT DROP INDICATOR	01	078	078
17	DELIVERY POINT BUSINESS FAMILY SERVED COUNT	03	079	081
18	SEASONAL DELIVERY INDICATOR	01	082	082
19	PLUS4			
	ZIP SECTOR CODE	02	083	084
	ZIP SEGMENT CODE	02	085	086
20	DELIVERY POINT DPBC DIGITS	02	087	088
21	DELIVERY POINT DPBC CHECK DIGIT	01	089	089
22	URBANIZATION LOCALE KEY	06	090	095
23	PREFERRED LAST LINE LOCALE KEY	06	096	101
24	FILLER	05	102	106